ASA South West Bursary Scheme

**Application Form**

A. To be completed by the individual

Name of applicant:

ASA Registration no:

Current Role of applicant within club:

How long have you been a member of this club?

How many hours per week do you volunteer with the club?

*If you are a paid member of club staff. Please complete below*

Are you paid expenses only? YES  NO

Are you paid a salary or hourly rate to work? YES  NO

How many hours are you paid to work, per week?

Address of applicant:

telephone: Post code:

Email address:

Applicants signature: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. To be completed by club secretary

Name of Club: ………………………………………………………County ASA: …………………….…………….…

Club Secretary: ……………………………………………………………………………………………………..……...

Club Secretary Address: ………………………………………………………………………………………..……….

……………………………………………………………………………………………………………………….………...

Post Code: ………………………….………… Telephone: …………….…………………………………..……..

E mail: …………………………………………..

Has the club applied for an ASA South West bursary in this financial year (January 1st – December 31st)  
YES  NO  If so, when and how many applications (*Dates and numbers)*

*Maximum of 3 applications per club per discipline per financial year*

SwimMark Status of the club

Accredited YES  NO

Discipline and Level: ………………………………………………………….

Working towards:

Action planning:

Collecting evidence:

Authorised by Club Secretary *(Please Sign) …………………………………………………………………..*

|  |  |
| --- | --- |
| Course information | |
| COURSE TITLE |  | |
| VENUE: |  | |
| DATES: |  | |
| ACTUAL COURSE COST: |  | |
| HAVE YOU APPLIED FOR ADDITIONAL FUNDING FROM ANY OTHER SOURCES?  (please note failure to document this, may result in your bursary offer being withdrawn) | YES / NO  IF “YES” HOW MUCH? AND FROM WHICH SOURCES | |

Bursary Criteria

* Only ASA / UKCC courses will be supported
* Candidates must be members of a SwimMark Club or a Club actively working towards SwimMark
* Funding level of £50 for Level 1 and £100 towards Level 2 to be match funded by County Association up to a maximum of £1500 per County per annum
* Funding for a number of applicants on a closed course may be considered by the County as a Club application
* Courses to be sourced by Clubs / Individuals

Processing Applications

* Print and complete application form including all signatures
* Either scan or post copies of application form to County nominated Officer
* Cornwall – dan@tormark.co.uk
* Devon – coralwaldock@hotmail.com
* Dorset – [dorsetasa@gmail.com](mailto:dorsetasa@gmail.com)
* Gloucestershire – have elected not to participate in the Regional Bursary Scheme
* Somerset – fiona@bowenfamily.me.uk
* Wiltshire - jedicha@broomiebank.com
* County Nominated Officer will reply with acceptance or refusal – together with reason to applicant within 14 days and copy in the Regional Finance Officer
* All courses will be completed within the financial year that the claim is made to the Region
* Counties will make payments to applicants and then claim by invoice to the region at the end of financial year for reimbursement. Copies of the pass certificates of candidates will be required as evidence for payment of invoice